SOUTH CAROLINA

Energy Office

Appliance Rebate Program
Request an Authorized Account to Participate in the Program

IN PARTNERSHIP WITH
SC.GOV

APPLYING FOR PROGRAM AUTHORIZATION

INTRODUCTION
What is the South Carolina ENERGY STAR Appliance Rebate Program?

The South Carolina ENERGY STAR Appliance Rebate Program is a part of the U.S. Department of Energy stimulus program being administered by the SC Energy Office. The program allows approved retailers and contractors to offer rebates on qualified ENERGY STAR Appliances. If you are already an authorized vendor, log in using your established Username and Password.

To apply for authorization for the program, go to www.appliancerebates.sc.gov and click Vendor Information which can be found in the menu on the left side of the page.

If you are not an authorized vendor yet, click *apply for an account.* This will take you to the homepage to complete the application process.

If you are not an authorized vendor yet, click ***Apply for Program Authorization (Retailers and Contractors ONLY)***. If you are already an authorized vendor, log in using your established Username and Password.

ACCOUNTS RECEIVABLE

If you are a retail establishment, rebate funds will be sent to this billing address. If you are a contractor, you should use your primary business address here.

Hint 1 The Company/Business name may be a corporate or district office, or it could be an individual store or business.

Request for Authorized Account

Accounts Receivable Information

Please fill out the form below. This information will be used to send you rebate funds (if applicable). Required fields are marked with an asterisk (*).

* Company/Business Name ⟵ **Hint 1**

* Billing Address (Rebate checks will be sent here)

Billing Address Line 2

* City

* State   Please Select

* Zip Code

* Taxpayer ID

* Contact Name

* Title of Contact Person

* Phone Number

* Email Address

Return To Login   Continue ⟵ **Click Here**

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STORE/ BUSINESS INFORMATION

This information will be used for rebate reporting. This will be the specific location providing the customer with the rebate(s).   This will be the specific location applying for the customer's rebates. This information may be the same as what you entered for the billing address on the previous page.

Request for Authorized Account
Please fill out the form below. Required fields are marked with an asterisk (*).

Store/Business Information

* Business Type	○ Retailer ← Hint 2
	○ Contractor ← Hint 3
	○ Retailer and Contractor ← Hint 4
Store Number	
Contractor License Number	
Plumber License Number	
Electrician License Number	
* Store/Business Name	
* Business Address	
Business Address Line 2	
* City	
* State	South Carolina
* Zip Code	
* County	Please Select ▾
* Phone Number	

Hint 2: If you select Retailer, enter a store number.

Hint 3: If you select Contractor, enter at least one license (contractor, electrician or plumber) number.

Hint 4: If you select Retailer and Contractor, enter a store number and at least one license (contractor, electrician or plumber) number.

The Store Manager/Contact name is the person that will be contacted with specific rebate questions.

The email address will be used to notify you whether or not you have been approved for the program and resetting your account passwords.

Mark the checkbox for your preferred method of contact. You may mark both checkboxes.

Who can enter rebates?

Manager username and password information should only be used by the store manager. The store manager account has access to submit rebates, view a list of all rebates submitted, print duplicate rebate forms, and manage the store/business profile as well as Manager and All Staff account passwords.

Step 1 - Select and enter a Manager Username and Password. Enter the Manager Password a second time to confirm the password.

All Staff usernames and passwords are for store employees and are the same for all employees submitting rebates at the specific business location. All Staff user accounts only have access to enter rebates. Only store managers can reset All Staff passwords. You will need to provide the All Staff username and password to your employees in order for them to process a customer rebate.

Step 2 - Select and enter an All Staff username and password for the employees. Enter the All Staff password a second time to confirm the password. You will need to provide the All Staff username and password to your employees in order for them to process a customer rebate.

User Information

Managers will be able to enter and submit rebates, view a list of all rebates submitted by the business location, print duplicates of submitted rebates, manage the business profile and manage passwords. Employees will be able to enter and submit rebates.

* **Manager User Name**	
* **Manager Password**	
* **Confirm Manager Password**	
* **All Staff User Name**	
* **All Staff Password**	
* **Confirm All Staff Password**	

Usernames must be 6 or more characters in length and cannot be longer than 20 characters in length. Usernames can only contain letters, numbers, underscores, dashes, periods, and commas. All passwords must meet the following requirements:

- It must be at least 7 characters in length and no more than 32 characters in length.
- At least one of the characters in your password must be a digit (0-9).
- Passwords can contain the special characters: ! @ # $ % ^ & * ; ( ) _ - [ ] { } : ; ? . , + =
- Other than the special characters above, all other characters must be either letters or numbers.

Click Here

Cancel   Back to Accounts Receivable   Continue

Click *Continue* to move forward to the next screen.

Click *Back to Accounts Receivable* to go back to the previous screen or click *Cancel* to cancel the application for an authorized account.

CERTIFICATION

Please read the following statements. You must mark the checkbox indicating that you agree with these statements in order to participate in the program.

Click *Continue* to proceed to the next screen.

Click *Cancel* to cancel the application process. Click *Back* to *Store Information* to go back to the previous screen.

CONFIRMATION

Your request has been submitted. Please allow two business days to receive an email stating that your account has been approved or denied. If your request is denied, you will need to contact the SC Energy Office at (803) 737-8326 or rgriggs@energy.sc.gov for further information.

What if I need to add other billing or store/business locations?

If you have another location that needs to be added as an authorized vendor that has the same billing address, click *Add another store or business location with the same billing address*.
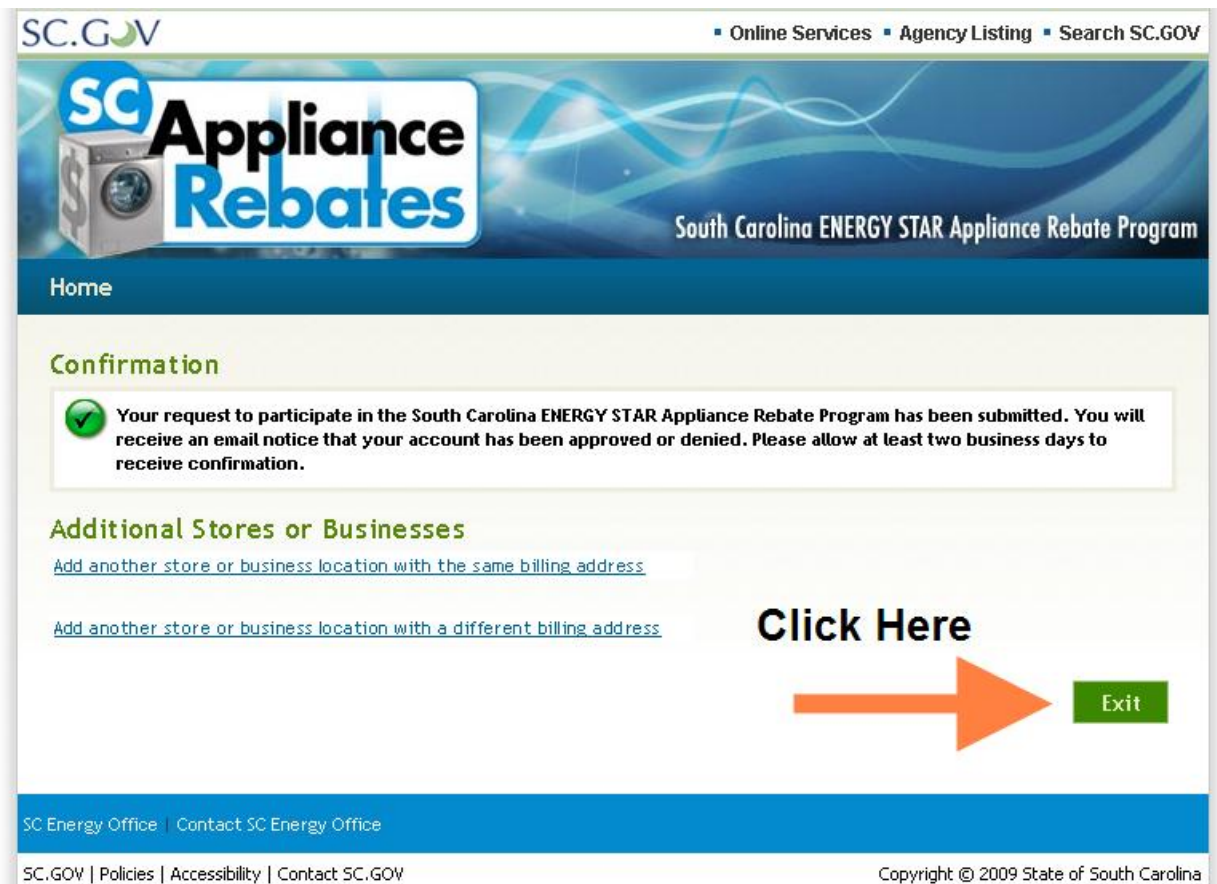
- OR –

If you have another location that needs to be added as an authorized vendor that has a different billing address, click *Add another store or business location with a different billing address*.

- OR –

If this is the only location for which you would like to request an authorized account, then you have completed the application process. Click *Exit*.

APPROVED USERS

What do I do once my account is approved?

To log into the program to process rebates, refer to pages 2 and 3. Enter the username and password you selected when applying for your account.

The login page is located at this web address: https://ssl.sc.gov/BusinessRebates/Login/Login.aspx. You may want to save this site as a "Favorite" for easier and quicker access.